

**City of Annapolis**

DEPARTMENT OF CENTRAL SERVICES
145 GORMAN STREET - SECOND FLOOR
ANNAPOLIS, MARYLAND 21401

NOTICE TO BIDDERS

R. F. P. 10-14

**HUMAN RESOURCES, PAYROLL AND TIME & ATTENDANCE
APPLICATION SOFTWARE**

The Central Purchasing Office of the City of Annapolis is accepting sealed proposals for Human Resources and Payroll application software until 2:00 p.m., local time, Thursday, January 21, 2010. Proposals shall be submitted to the City of Annapolis Central Purchasing Office, 145 Gorman Street, Floor 2R, Annapolis, Maryland 21401. Late proposals will not be accepted under any circumstances.

All bids must be accompanied by a bid bond or cashier's check, payable to the City of Annapolis, in the amount of five percent (5%) of the total bid amount.

The scope of services includes, but is not limited to, furnishing and installing applications software, integration, implementation, maintenance and training. The bidder will provide technical specifications and cost estimates for third party computer software and hardware. The "turn key" package shall include modules for Recruitment and Applicant; Compensation; Employee Development; Learning Management; Organizational Charts, Benefits; Leave Administration; Payroll; Reporting and Business Intelligence including Search/Inquiry; Workflow, Work Queue and Document Management; Position Control and Salary Budget; Time and Attendance; Pay Rules, Time Entry, Labor Distribution, Scheduling; and Web access web portals including Recruitment and Applicant Benefits Open Enrollment, Employee Self Service (ESS).

Interested parties are invited to attend a pre-proposal conference at 2:00 p.m., Wednesday, December 16, 2009 in the City Council Chamber, City Hall, 160 Duke of Gloucester Street in downtown Annapolis.

Bid packages may be obtained via email request to bids@annapolis.gov or by contacting the Central Purchasing Office at 410-263-7944.

The City of Annapolis reserves the right to reject any or all bids, to waive informalities and to select the bid deemed to be in the best interest of the City.

**Brian D. Snyder, CPPO
Procurement Officer**

www.annapolis.gov

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